



25 February 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Duties of the Auditor-in-Chief

1. Reference your informal request for a list of duties of the Auditor-in-Chief, you are advised as follows:

The Auditor-in-Chief of the Agency is [REDACTED]

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[REDACTED] He has under him an audit group of accountants to perform the world-wide audit of unvouchered (confidential) funds. He is a direct representative of the Director. The audit is on a site basis where practical. To accomplish this units have been established in various areas overseas. A unit of 4 auditors and one secretary is assigned to audit all accounts in Europe. Another unit consisting at present of only one auditor is stationed [REDACTED] to audit the accounts of the Middle East. This office is just being developed and more auditors will be assigned as the need arises. A third unit is located [REDACTED] consisting of 4 auditors and their secretary. The Audit Office at Headquarters consists of a Chief Auditor [REDACTED] accountants and three clerks. Some proprietary projects are audited by special auditors of civilian accounting firms who have been cleared for this purpose. This is done because the project is so sensitive that it is considered inadvisable to have the audit performed by Agency personnel who may have been previously identified as belonging to the Agency.

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The Auditor-in-Chief has the further responsibility of reporting to the Director any matters discovered in the course of his audits which he feels indicates uneconomical use of Agency assets.

2. You may want to modify the above by eliminating the number of people involved or the mention of proprietary projects; or rework this to mesh with your general statement.

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3. In preparing your talk you may want to review some of the items covered in R [REDACTED] which have some good propaganda value.

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